How to Access Class Lists in WINGS Express

OFFICE OF THE REGISTRAR

Navigate to WINGS Express

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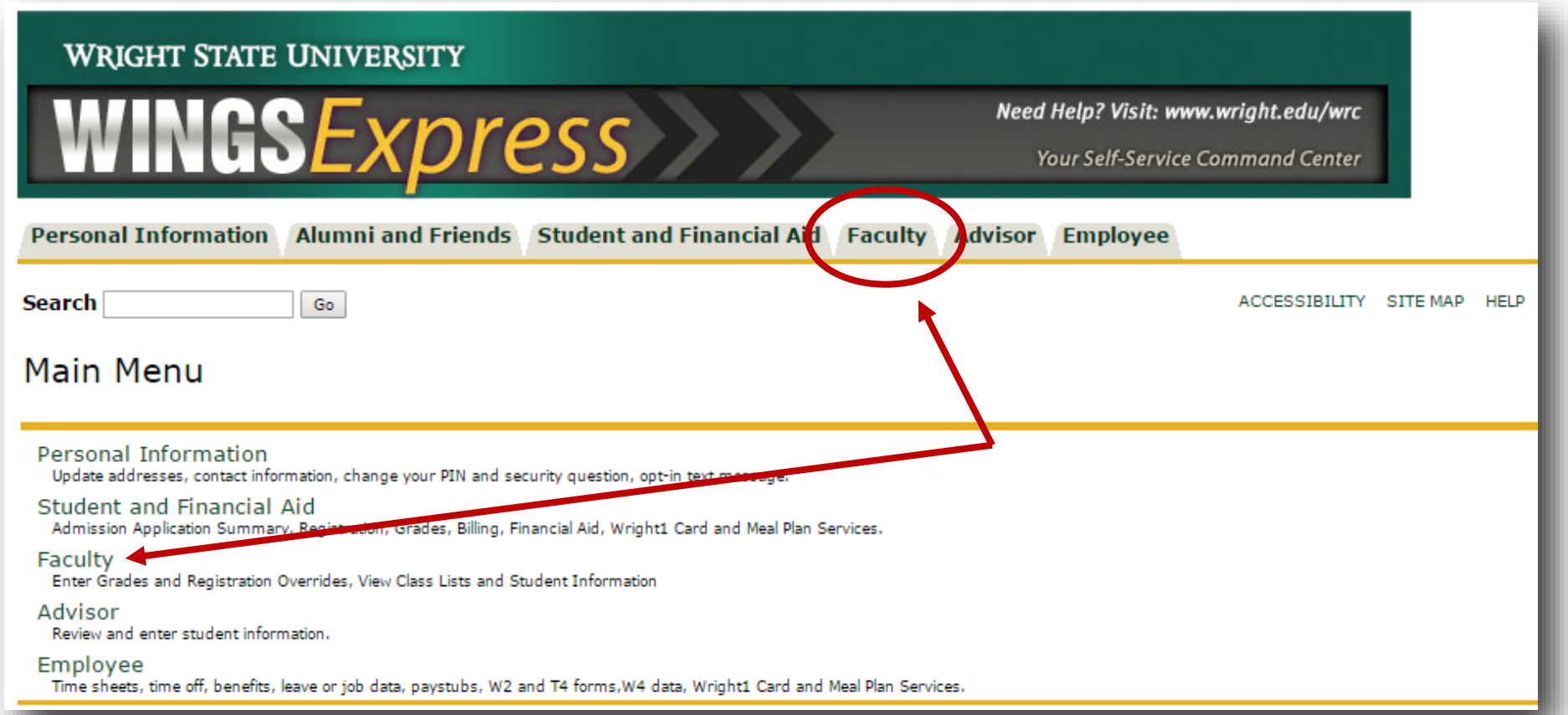
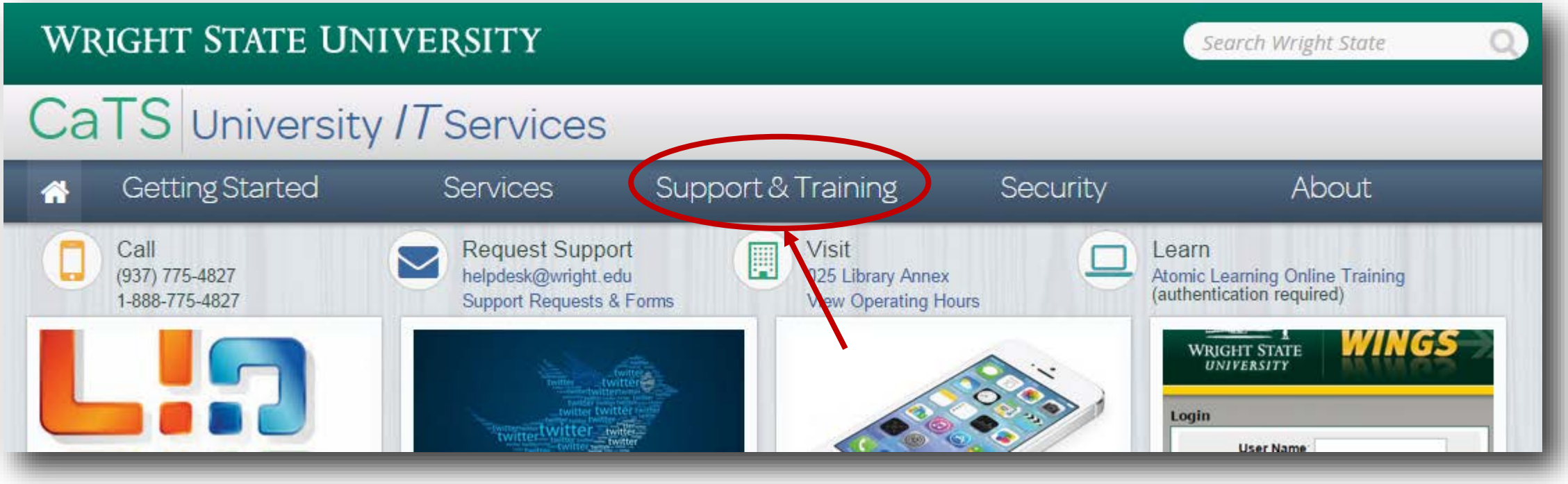
The page banner should clearly indicate that you are in WINGS Express

Confirm that you have Faculty Access



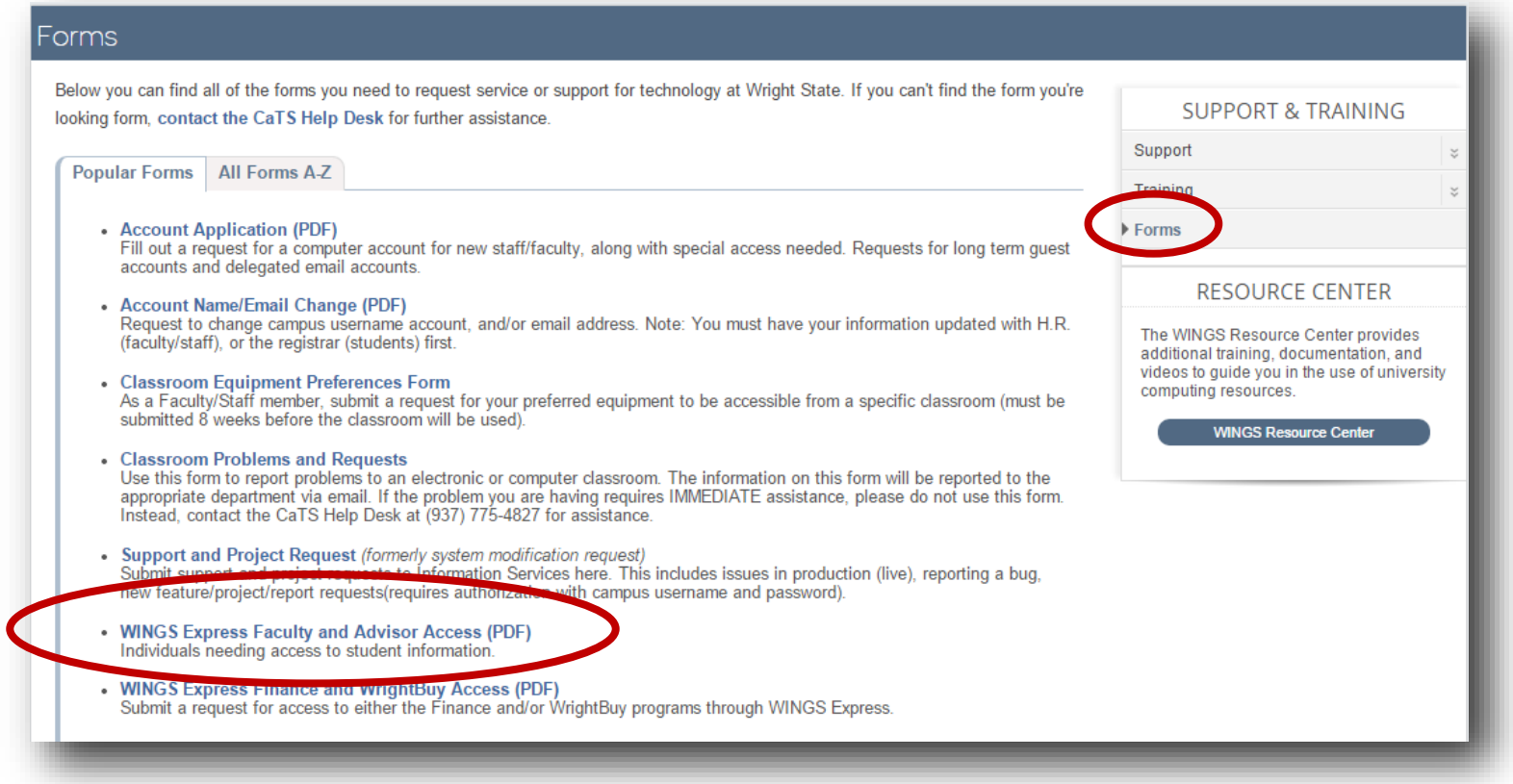
If you do NOT have Faculty Access

Navigate to **CaTS** at: http://www.wright.edu/information-technology, select **Support & Training**



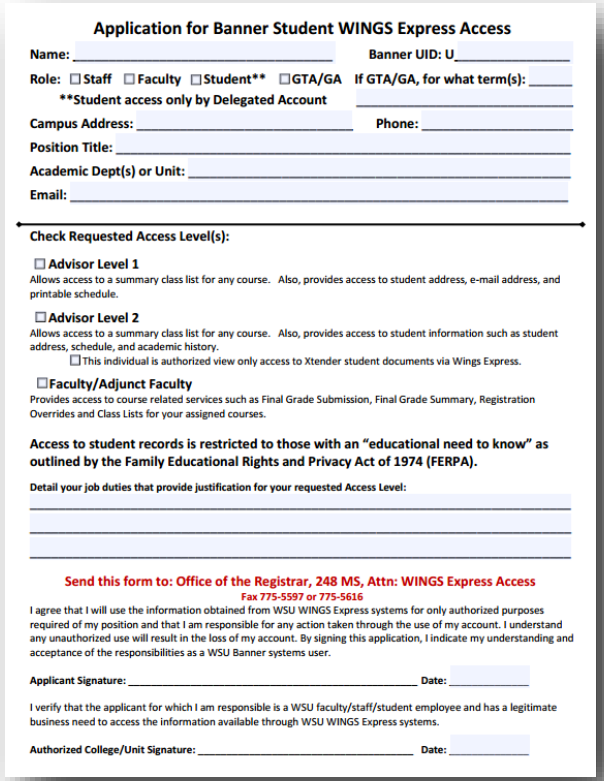
If you do NOT have Faculty Access

Select **Forms** and download the **WINGS Express Faculty and Advisor Access (PDF)** form



If you do NOT have Faculty Access

Complete the form with **Authorized College Coordinator** signature (see back of form):



Application for Banner Student WINGS Express Access

Name: _____ Banner UID: U_____

Role: ☐ Staff ☐ Faculty ☐ Student** ☐ GTA/GA If GTA/GA, for what term(s): _____

**Student access only by Delegated Account _____

Campus Address: _____ Phone: _____

Position Title: _____

Academic Dept(s) or Unit: _____

Email: _____

Check Requested Access Level(s):

☐ **Advisor Level 1**

Allows access to a summary class list for any course. Also, provides access to student address, e-mail address, and printable schedule.

☐ **Advisor Level 2**

Allows access to a summary class list for any course. Also, provides access to student information such as student address, schedule, and academic history.

☐ This individual is authorized view only access to Xtender student documents via Wings Express.

☐ **Faculty/Adjunct Faculty**

Provides access to course related services such as Final Grade Submission, Final Grade Summary, Registration Overrides and Class Lists for your assigned courses.

Access to student records is restricted to those with an "educational need to know" as outlined by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Detail your job duties that provide justification for your requested Access Level:

_____

_____

_____

Send this form to: Office of the Registrar, 248 MS, Attn: WINGS Express Access

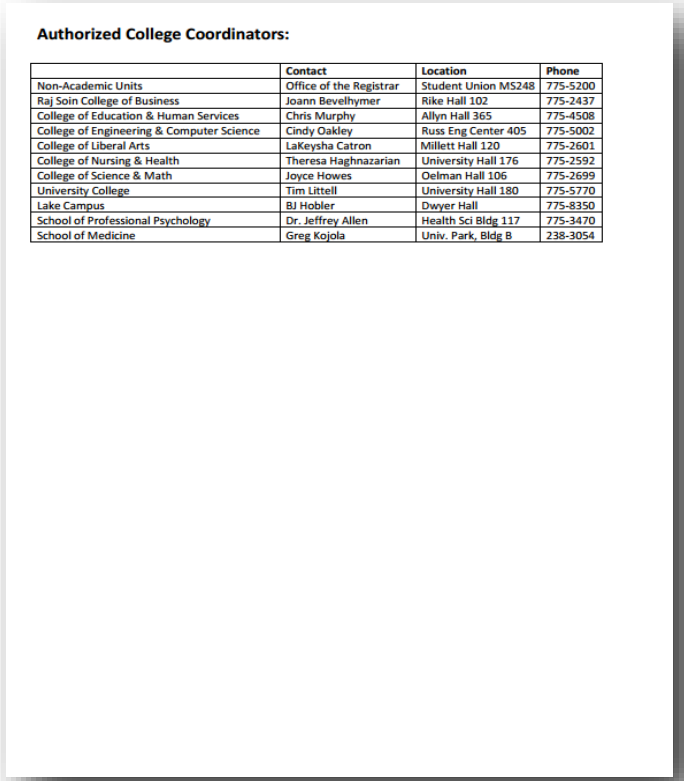
Fax 775-5597 or 775-5616

I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Applicant Signature: _____ **Date:** _____

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems.

Authorized College/Unit Signature: _____ **Date:** _____

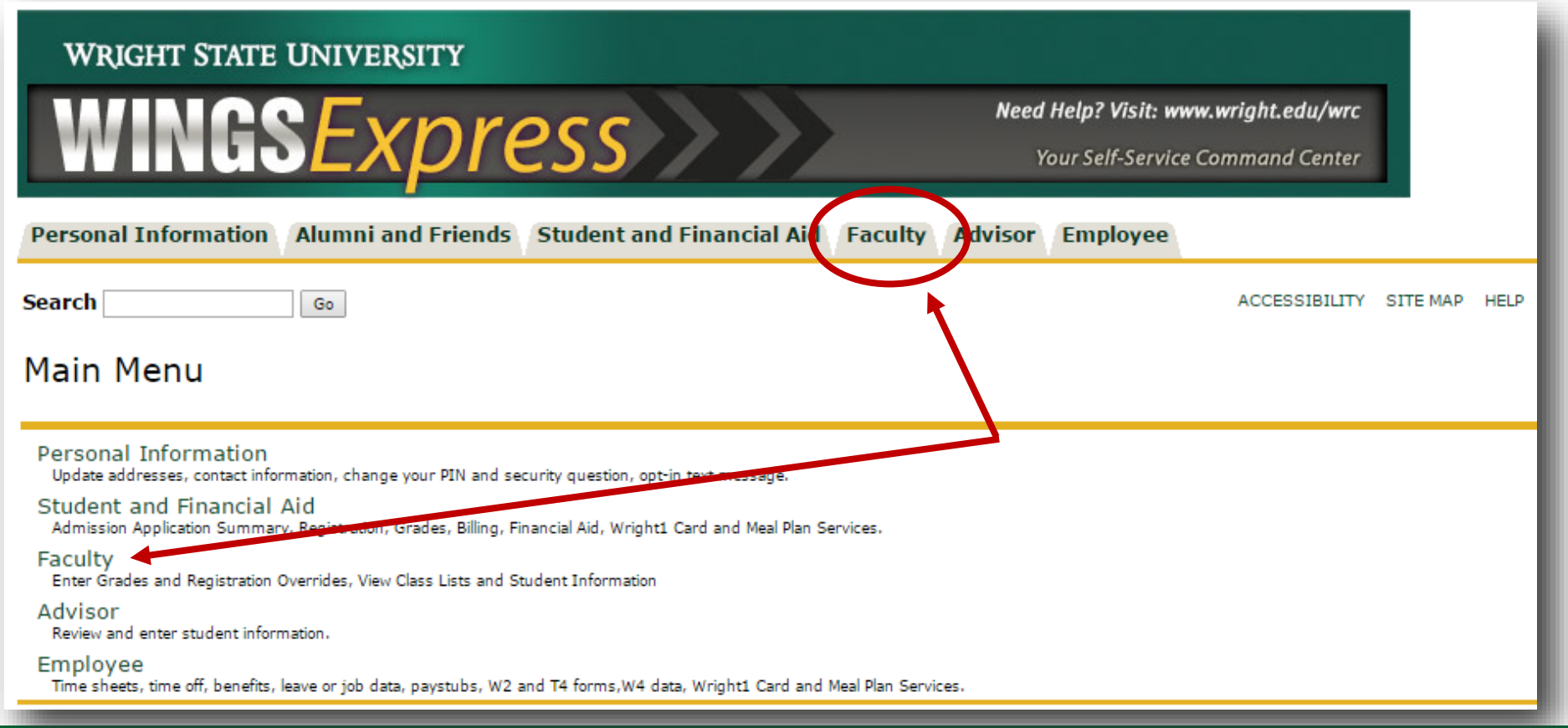


Authorized College Coordinators:

	Contact	Location	Phone
Non-Academic Units	Office of the Registrar	Student Union MS248	775-5200
Raj Soin College of Business	Joann Bevelhymer	Rike Hall 102	775-2437
College of Education & Human Services	Chris Murphy	Allyn Hall 365	775-4508
College of Engineering & Computer Science	Cindy Oakley	Russ Eng Center 405	775-5002
College of Liberal Arts	LaKeysha Catron	Millett Hall 120	775-2601
College of Nursing & Health	Theresa Haghnazarian	University Hall 176	775-2592
College of Science & Math	Joyce Howes	Oelman Hall 106	775-2699
University College	Tim Littell	University Hall 180	775-5770
Lake Campus	BJ Hobler	Dwyer Hall	775-8350
School of Professional Psychology	Dr. Jeffrey Allen	Health Sci Bldg 117	775-3470
School of Medicine	Greg Kojola	Univ. Park, Bldg B	238-3054

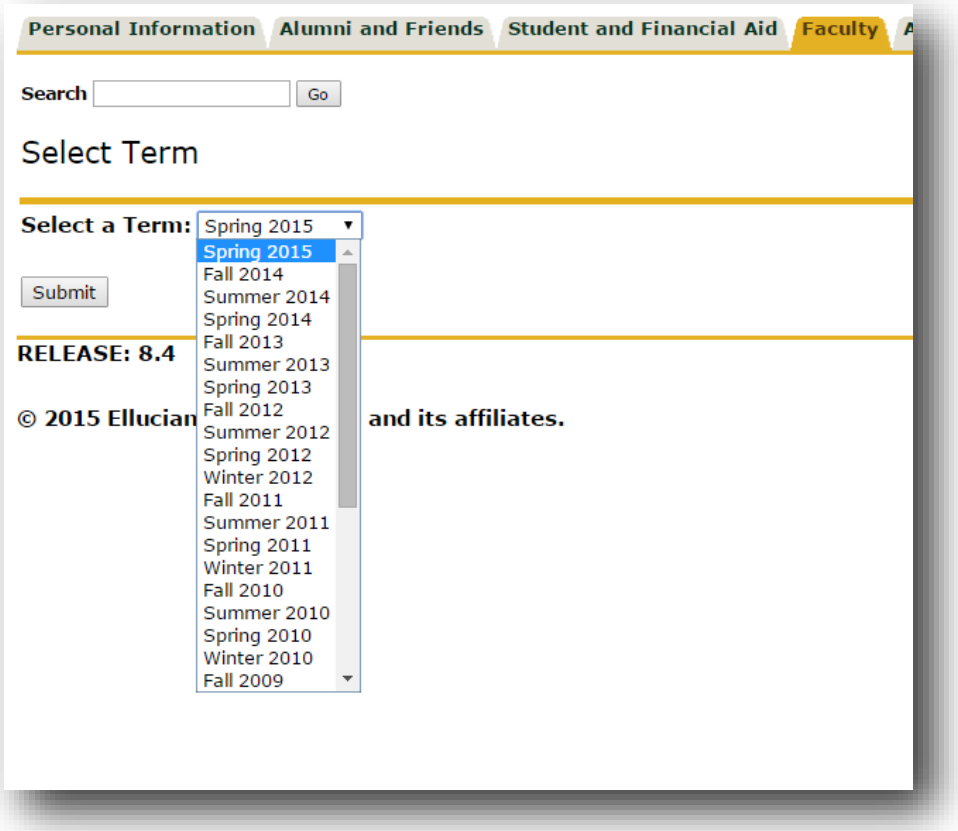
If you DO have Faculty Access

Select the **Faculty Tab** and click on **Faculty Link** under the **Main Menu**



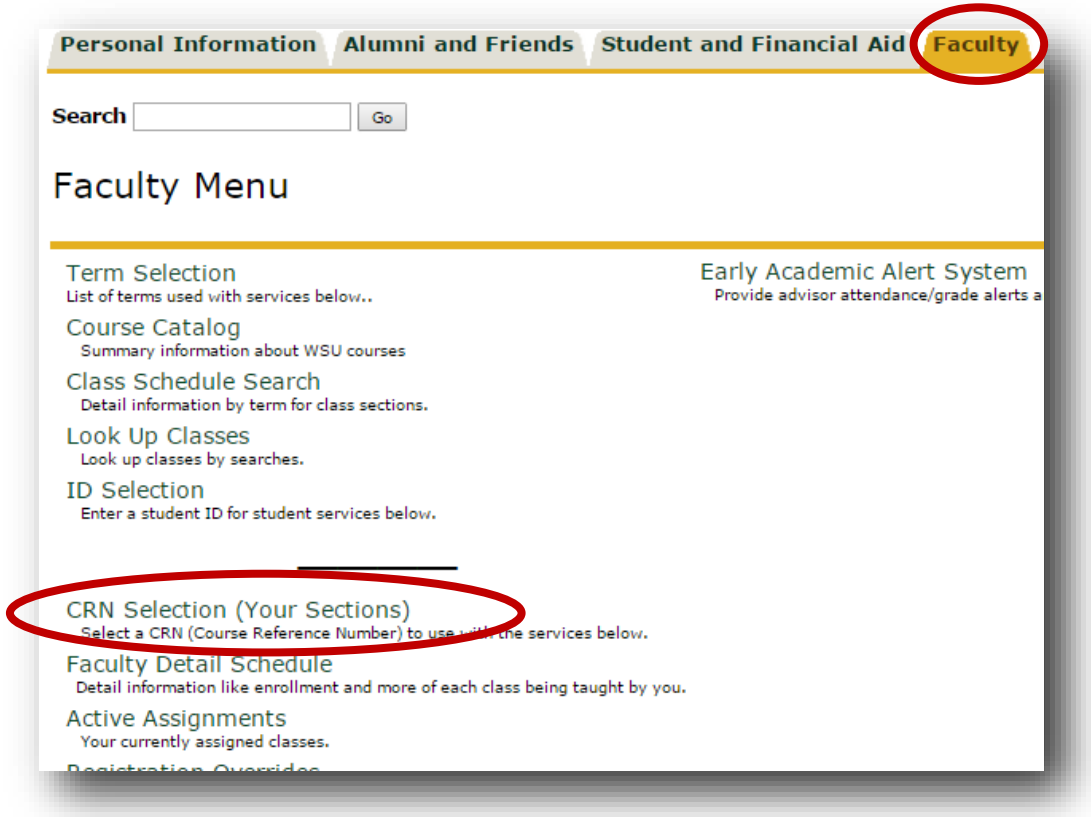
If you DO have Faculty Access

Select the appropriate **Term** via **Term Selection** on the **Faculty Menu**



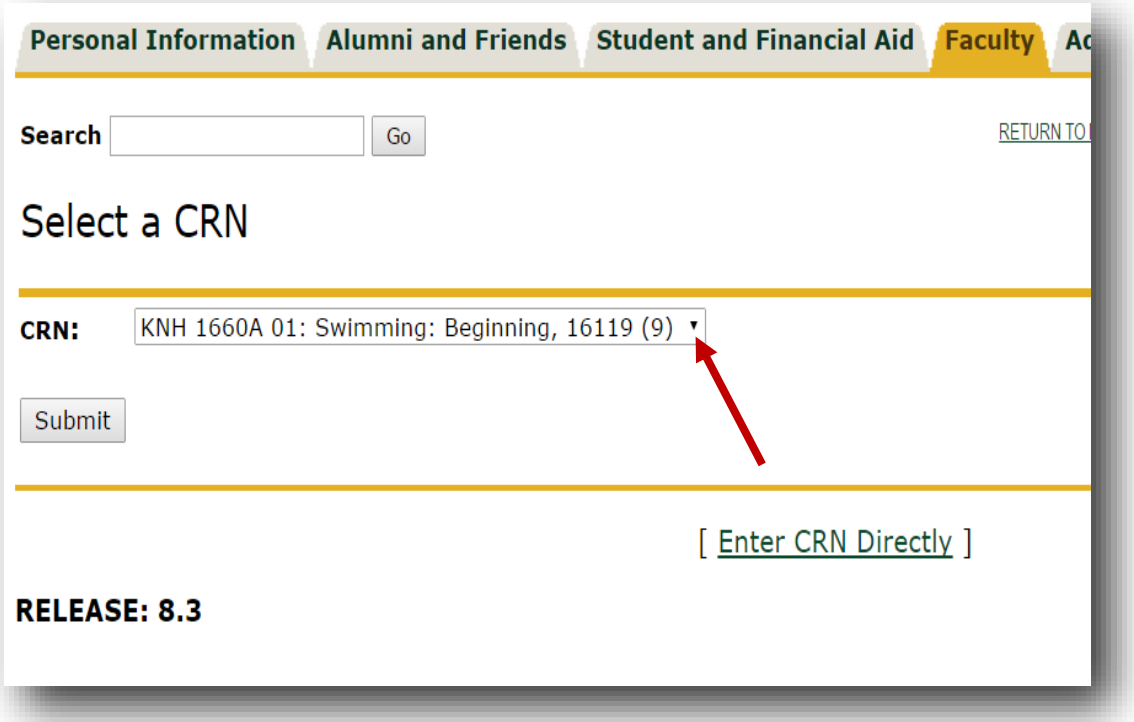
If you DO have Faculty Access

Return to the **Faculty Menu** and click on **CRN Selection (Your Sections)**



If you DO have Faculty Access

The CRNs (sections) to which you are assigned will be displayed in the drop down list.



If you DO have Faculty Access

If section(s) **NOT LISTED**…

…let your department know to assign it/them to you in Banner

Questions?

CaTS Help Desk:	937-775-4827 or 888-775-4827	helpdesk@wright.edu
Office of the Registrar:	937-775-5200	wsu-registrar@wright.edu
Center for Teaching & Learning:	937-775-2885	ctl@wright.edu